



## **National Capital Planning Commission**

# ***SENIOR EXECUTIVE SERVICE*** **VACANCY** **ANNOUNCEMENT**

**VACANCY ANNOUNCEMENT NUMBER: 2002-04**

**OPENS: FEBRUARY 7, 2002**

**CLOSES: MARCH 8, 2002**

**POSITION:**

**DEPUTY EXECUTIVE DIRECTOR**

**PAY PLAN, SERIES:**

**ES-0020**

**SALARY:**

**ES-02/03**

**\$131,881 TO \$137,901 per annum**

**Includes locality pay for DC, MD, VA, WV**

**AREA OF CONSIDERATION:**

**ALL QUALIFIED PERSONS**

**DUTY STATION**

**National Capital Planning Commission  
401 Ninth Street, NW, Suite 500  
Washington, DC 20576**

**MAJOR DUTIES AND RESPONSIBILITIES:**

Serves as Deputy Executive Director, providing professional planning advice for regional policies. Reports to the Executive Director, who serves as administrative and technical head of the Commission staff. Is responsible for managing its day-to-day operation by securing coordination among the various technical, planning, and administrative functions under which the activities of the Commission's staff are organized. Acts as staff advisor to the Executive Director, Chairman and Members of the Commission. Formulates and recommends policies and programs for approval by the Commission Members. Insures implementation of policies and programs approved by the Commission members. Serves as high-level contact and coordinator between the Commission and the legislative and executive branches of government, Congressional committees, individual Senators and Congressmen, Department Secretaries, Heads of independent agencies and offices, the White House and appointed and elected officials of State and local governments in the National Capital Region. Is considered to be a knowledgeable "agency expert" in all technical and community planning matters before the Commission. Guides the Commission in developing strategies for land use,

**THE NATIONAL CAPITAL PLANNING COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER**

development urban renewal, mass transportation, acquisition of open space, environmental impacts, and historic preservation matters. Communicates with the White House and Members of Congress; Congressional committees and their staffs; Executive Branch cabinet-level agencies; as well as State and County officials, with respect to all planning policy matters. As appropriate, informs the White House and Congress of the Commission's plans, policies and recommendations with a view to coordinating and expediting approval of the Commission's plans. Appears with the Chairman, the Executive Director or other Commission officials, and when appropriate represents the Commission, before Congressional committees and other legislative bodies for the purpose of explaining the effect of, and need for, proposed or pending legislation in the area of community planning and development.

**THE SENIOR EXECUTIVE SERVICE** covers managerial positions above GS-15 in the Federal Service. Persons appointed to the Service are covered by the federal retirement system, and are eligible for health benefits and life insurance coverage. Career appointees are eligible for bonuses based on performance in addition to base pay. Competitive status is not required, veteran's preference does not apply, and there are no time-in-grade restrictions. Persons newly appointed to an SES position must have their managerial qualifications approved by the Office of Personnel Management (OPM), and will be required to serve a one-year probationary period.

**QUALIFICATIONS:**

Eligibility for this position will be based on a clear showing that the applicant has had experience of the scope and quality sufficient to carry out the assignments of the position. Incumbent must have a broad understanding and appreciation of government organization, procedure and administrative abilities to conduct and supervise the work of the Commission staff. Duties of this position require the highest degree of judgment, initiative, and objectivity. In order to qualify, applicants must possess the skills, knowledges and abilities listed in paragraphs A and B below.

**COMPETITIVE REQUIREMENTS:**

**A. Mandatory Professional/Technical Qualifications**

Expert knowledge of planning concepts, principles, techniques and practices; the social, economic, political and physical elements involved in human settlements; and the dynamics of change within these elements. Specific knowledge to identify community needs, resources, and problems, and the ability to assist citizens in making decisions on goals, policies, priorities, plans, programs and methods of implementation designed to create a physical, economic, and social environment in which the human activities desired by the members of the community may flourish. Incumbent must possess certain personal qualities and abilities: for example, analytical and creative ability, the ability to observe patterns and relationships, the ability to organize work, and the personal qualities of tenacity, imagination and perseverance supported by methodical and orderly work habits. Must have a marked ability to communicate, to express ideas orally, in writing, or by means of sketches and drawings, as circumstances require. The coordinating role of expert community planners requires the ability to meet and deal with people, to persuade, to motivate and to deal diplomatically, tactfully, creatively, and constructively. Demonstrated experience in managing independent agency administrative management programs. Exceptional skill in writing is required.

Candidates must have a minimum of ten (10) years of professional planning experience with at least five (5) years in a senior-level position. In addition, candidate must have knowledge of, and participated in, the different types and levels of community planning and development. Objective analytical skills and a creative and aesthetic sense of design and urban image are also required. Candidates must have the ability to organize and manage an agency-wide administrative management program including accomplishing long- and short-range planning, establishing efficient organizational structures, implementing efficient work procedures and assigning scheduling and completing work within required time frames. Recognized prominence or high standing within the professional planning community is desired.

All candidates must meet the minimum experience and educational requirements for this position title and series as defined by the U.S. Office of Personnel Management Handbook X-118 Qualification Standards for positions under the General Schedule, which is available in Federal Job Information Centers and federal personnel offices. Information on these requirements can be obtained by calling Connie M. Harshaw at the National Capital Planning Commission, on (202) 482-7220, or by email at [connie.harshaw@ncpc.gov](mailto:connie.harshaw@ncpc.gov).

## **B. OPM Executive Core Qualifications**

### **1. Leading Change**

This core qualification encompasses the ability to develop and implement an organizational vision that integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity--to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

- Exercising leadership and motivating managers to incorporate vision, strategic planning, and elements of quality management into the full range of the organization's activities; encouraging creative thinking and innovation; influencing others toward a spirit of service; designing and implementing new or cutting edge programs/processes.
- Identifying and integrating key issues affecting the organization, including political, economic, social, technological, and administrative factors.
- Understanding the roles and relationships of the components of the national policy making and implementing process, including the President, political appointees, Congress, the judiciary, state and local governments, and interests groups; and formulating effective strategies to balance those interests consistent with the business of the organization.
- Being open to change and new information; tolerating ambiguity; adapting behavior and work methods in response to new information, changing conditions, or unexpected obstacles; adjusting rapidly to new situations warranting attention and resolution.
- Displaying a high level of initiative, effort, and commitment to public service; being proactive and achievement-oriented; being self-motivated; pursuing self-development; seeking feedback from others and opportunities to master new knowledge.
- Dealing effectively with pressure; maintaining focus and intensity and remaining persistent, even under adversity; recovering quickly from setbacks.

## **II. Leading People**

This core qualification involves the ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

- Providing leadership in setting the workforce's expected performance levels commensurate with the organization's strategic objectives; inspiring, motivating, and guiding others toward goal accomplishment; empowering people by sharing power and authority.
- Promoting quality through effective use of the organizations performance management system (e.g., establishing performance standards, appraising staff accomplishments using the developed standards, and taking action to reward counsel, or remove employees, as appropriate).
- Valuing cultural diversity and other differences; fostering an environment where people who are culturally diverse can work together cooperatively and effectively in achieving organizational goals.
- Assessing employees unique developmental needs and providing developmental opportunities that maximize employees capabilities and contribute to the achievement of organizational goals; developing leadership in others through coaching and mentoring.
- Fostering commitment, team spirit, pride, trust, and group identity; taking steps to prevent situations that could result in unpleasant confrontations.
- Resolving conflicts in a positive and constructive manner; this includes promoting labor/management partnerships and dealing effectively with employee relations matters, attending to morale and organizational climate issues, handling administrative, labor management, and EEO issues, and taking disciplinary actions when other means have not been successful.

## **III. Results Driven**

This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.

- Understanding and appropriately applying procedures, requirements, regulations and policies related to specialized expertise; understanding linkages between administrative competencies and mission needs; keeping current on issues, practices, and procedures in technical areas.
- Stressing results by formulating strategic program plans which assess policy/program feasibility and include realistic short- and long-term goals and objectives.
- Exercising good judgment in structuring and organizing work and setting priorities; balancing the interests of clients and readily readjusting priorities to respond to customer demands.
- Anticipating and identifying, diagnosing, and consulting on potential or actual problem areas relating to program implementation and goal achievement; selecting from alternative courses of corrective action, and taking action from developed contingency plans.
- Setting program standards; holding self and others accountable for achieving these standards; acting decisively to modify them to promote customer service and/or the quality of programs and policies.
- Identifying opportunities to develop and market new products and services within or outside of the organization; taking risks to pursue a recognized benefit or advantage.

#### **IV. Business Acumen**

The core qualifications involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.

- Assessing current and future staffing needs based on organizational goals and budget realities. Applying merit principles to develop, select, and manage a diverse workforce.
- Overseeing the allocation of financial resources; identifying cost-effective approaches; establishing and assuring the use of internal controls for financial systems.
- Managing the budgetary process, including preparing and justifying a budget and operating the budget under organizational and Congressional procedures; understanding the marketing expertise necessary to ensure appropriate funding levels.
- Overseeing procurement and contracting procedures and processes.
- Integrating and coordinating logistical operations.
- Ensuring the efficient and cost-effective development and utilization of management information systems and other technological resources that meet the organization's needs; understanding the impact of technological changes in the organization.

#### **V. Building Coalitions/Communication**

This core qualification involves the ability to explain, advocate and express facts and ideas in a convincing manner and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

- Representing and speaking for the organizational unit and its work (e.g., presenting explaining, selling, defining, and negotiating) to those within and outside the office (e.g., agency heads and other Government executives; corporate executives; Office of Management and Budget officials; Congressional members and staff; the media; clientele and professional groups); making clear and convincing oral presentations to individuals and groups; listening effectively and clarifying information; facilitating an open exchange of ideas.
- Establishing and maintaining working relationships with internal organizational units (e.g., other program areas and staff support functions); approaching each problem situation with a clear perception of organizational and political reality; using contacts to build and strengthen internal support bases; getting understanding and support from higher level management.
- Developing and enhancing alliances with external groups (e.g., other agencies or firms, state and local governments, Congress, and clientele groups); engaging in cross-functional activities; finding common ground with a widening range of stakeholders.
- Working in groups and teams; conducting briefings and other meetings; gaining cooperation from others to obtain information and accomplish goals; facilitating win-win situations.
- Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.
- Seeing that reports, memoranda, and other documents reflect the position and work of the organization in a clear, convincing, and organized manner.

## **Evaluation Method**

All candidates will be evaluated to determine whether they meet the mandatory professional/technical qualification requirements and the mandatory managerial/executive qualifications described above. Those who meet the mandatory qualifications will be further evaluated on the extent to which they exceed the mandatory managerial/executive qualifications and degree to which they possess the additional desirable qualifications of professional reputation/peer recognition; training and education; and honors and awards. Candidates who fail to meet the mandatory professional/technical qualification requirements and the OPM executive core qualifications will not receive further consideration by the United States Office of Personnel Management (OPM) SES Qualification Ranking Board (QRB).

Applicants must provide detailed evidence that they possess the required experience, knowledge, skill, ability and other personal characteristics and must show how and when they were used. This evidence must include clear, concise examples that show level of accomplishment and degree of responsibility. Qualification determinations will be based on the information provided. Qualified candidates will be grouped into broad categories of best qualified, highly qualified, and minimally qualified. The best-qualified candidates will be referred to the recommending official, along with written documentation supporting their evaluation. The selection will be based upon review of the candidate's Resume, OF-612, and/or Curriculum Vitae, Bibliography, references and an interview.

Please provide the names, current addresses, and phone numbers of first and second level supervisors or other responsible officials who have knowledge of your work experience so that we can obtain performance information that will enable us to evaluate your performance history.

**HOW TO APPLY:** To receive consideration for this position, send the following forms to:

### **NATIONAL CAPITAL PLANNING COMMISSION**

**Attn: Connie M. Harshaw**

**401 9<sup>th</sup> Street, N.W., Suite 500**

**Washington, DC 20576**

1. A Resume, Optional Application for Federal Employment (OF-612), Curriculum Vitae, or other application format of your choice. Please make sure that your application of choice includes at least the following: job information (announcement number, title, and grade of vacancy); personal information (name, address, date and place of birth, social security number); education; work experience; and other job related training, skills, certificates and licenses (current only), honors, country of citizenship, awards, special accomplishments, memberships in professional organizations, and performance awards.

Your social security number (SSN) is requested to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your SSN is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your SSN on your application materials will result in your application not being processed.

2. A current supervisory appraisal, if available and at least two (2) current letters of reference dated within the last 24 months. The letters of reference should address the candidate's capability as related to each of the Executive Core Qualifications. Please note that Federal agencies are prohibited from accepting and considering political recommendations from Members of Congress, Congressional employees, elected State or local government officials, and political party officials in support of your application for employment.
3. A separate Narrative Statement that describes the applicant's qualifications as they relate to each of the Mandatory Professional/Technical Qualifications Factors is required for this position.
4. A separate Narrative Statement that describes the applicant's qualifications as they relate to each of the OPM Executive Core Qualifications that are listed for this position is required. Applicants should provide work examples for each of the Executive Core Qualifications (ECQ's) and Technical Questions listed. The same example may be used for more than one ECQ. This ECQ supplement should not exceed 10 pages. If you include reference letters addressing your ECQ's, they will count as part of your 10 pages. Do not send position descriptions, personal endorsements, or other unsolicited materials.

**APPLICATIONS SUBMITTED WITHOUT ITEMS 2-4 ABOVE WILL NOT BE CONSIDERED!!**

**ALL APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE.**

In accordance with U.S. Code 18 (1719), applications received in a postage-paid government envelope will not be considered.

Original applications must be submitted (faxed copies of applications will not be accepted).

Applicants with disabilities will receive consideration for reasonable accommodations in the hiring process for any physical, mental, or emotional impairment. Applicants should submit requests for reasonable accommodation with their job applications and provide supporting medical documentation. The decision on granting reasonable accommodation will be on a case-by-case basis.

Male applicants who were born after December 31, 1959, are required to complete a Certification Statement for Selective Service Registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.

Selection for the position will be made without discrimination as to race, color, religion, national origin, sex, age, marital status, lawful political affiliation, physical handicap, or other non-merit considerations.

Travel expenses including the shipment of household goods and personal effects are authorized. Selectee must sign an agreement in writing to remain in the service of the Government for 12 months following the effective date of appointment, unless separated for reasons beyond his/her control that are acceptable to the Commission.

Applicants may be required to submit to drug testing.

Appointment is subject to successful completion of a background investigation. Selectee must be able to obtain and maintain a ***SECRET*** security clearance. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selectee will be required to complete a Confidential Financial Disclosure Report, OGE-450, prior to entering on duty and annually thereafter.

Travel within and outside of the continental United States is required.

**SELECTEE, IF NOT PRESENTLY SES, MUST SERVE A ONE-YEAR PROBATIONARY PERIOD**